



STAFF REPORT

Meeting Date: April 7, 2014

Agenda Item #:8e

TO: Mayor and Town Council
FROM: Susan Parker, Town Administrator
TITLE: DRAFT FACILITY USE POLICY

Summary:

Staff was requested to develop a draft Facility Use Policy for Council to consider for adoption during the April 7, 2014 meeting.

Background:

The Management Company for Sunset Village made a request to use the Town's meeting facilities to hold a quarterly Sunset Village Property Owners Association (POA) meeting. The Council requested Staff to develop a Facility Use Policy establishing guidelines to allow non-profit, POA, and HOA associations to use the Town's meeting facilities for adoption consideration.

Council Action:

Council is requested to review the attached draft Facility Use Policy for adoption consideration.